

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR SERVICE APPEAL

TO: MANAGER APPEALS & FAIR HEARINGS
DIVISION OF MANAGEMENT & CUSTOMER SERVICES
DEPARTMENT OF SOCIAL SERVICES
700 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-1849

DATE

CITY/COUNTY

SERVICE WORKER

TYPE OF SERVICE

I RECEIVED NOTICE
OF ACTION DATED:

THE ACTION IS EFFECTIVE ON:

I WISH TO HAVE A HEARING ON MY SERVICE CASE. I AM EXPLAINING BELOW WHAT ACTION THE SOCIAL SERVICES
DEPARTMENT IS TAKING AND WHY I DISAGREE WITH IT.

APPEAL FOR OR IN BEHALF OF:

NAME

ADDRESS (ROUTE OR STREET)

CITY, STATE, ZIP

SIGNATURE OF CLIENT/APPLICANT/OR AUTHORIZED REPRESENTATIVE

☐ I REQUESTED A CONFERENCE ON: _____

☐ I DID NOT REQUEST A CONFERENCE.

☐ I RECEIVE SERVICES BECAUSE I AM BLIND OR VISUALLY
HANDICAPPED

WITNESS IF SIGNED WITH MARK

032-02-102/5 (11/93)

APPEAL INSTRUCTIONS

If you are not satisfied with the action this agency has taken or plans to take, you may write or call your service worker to request a Conference. At this time, the agency must give you an explanation of its proposed action.

If you are not satisfied with the results of the Conference you may request a Hearing. You may request a Hearing without having a Conference. The Hearing is a private, informal meeting at the welfare agency with you and anyone you wish to bring as a witness or to help you tell what happened, such as a friend or lawyer. You will tell what happened to a Hearing Officer, who is a representative of the Virginia Department of Social Services.

Your request for a Hearing must be in writing. You may write a letter or use this form.

Your request must be mailed to:

**Manager, Appeals and Fair Hearings
Department of Social Services
Management and Customer Service
7 North Eighth Street
Richmond, Virginia 23219**

If you need help to request a Hearing, please call your service worker.

Your request for a Conference must be made within 10 days of the date your notice was postmarked.

However, if you request a Hearing within 10 days from the date written Notice of Action was postmarked or Notice of Action was given in person, your service or service payment will continue until a decision is made by the Hearing Officer.

If you are not satisfied with the decision made by the Hearing Officer, you may request a review by the State Board of Social Services. You can do this by writing to the same address above.